



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

NO 2-3.20

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APPROVED

DEPARTMENT

BEHAVIORAL HEALTH

SUBJECT

OBTAINING AND OPERATION OF
COUNTY VEHICLES


Rudy G. Lopez, Director

I. PURPOSE

To describe procedures and policies regarding employee use of County vehicles and attendance at Driver's Awareness Program.

II. QUALIFICATIONS TO USE VEHICLES

- A. Employees operating County vehicles must possess a valid California driver's license for the types of vehicles operated.
- B. Employees who operate County vehicles or who claim mileage for driving their own vehicles are required to attend the County Driver Awareness class.
- C. Employees who operate 15-passenger vans are required to attend Risk Management's Van Training Class.
- D. All employees involved in preventable vehicle accidents shall attend the Driver Awareness Program for retraining.
- E. It is the responsibility of the new employee's supervisor to ensure that this class has been taken.
- F. Persons other than County employees are not allowed to operate County motor fleet vehicles without written permission from the Director.

III. OBTAINING A VEHICLE

- A. No passengers are allowed in County vehicles except those persons who are a part of County official business or who have received approval from the Director.
- B. If it will be necessary to turn a vehicle in late, contact Property Management at 387-7434 and/or outlying clinics at the appropriate number to inform them of the time when you will be returning.
- C. Employees are not permitted to keep a County vehicle overnight without prior approval from the appropriate Deputy Director or his/her designee.

- D. County vehicles must be operated at all times in a responsible and prudent manner in accordance with all State and local laws. County vehicles will not be driven faster than the posted speed limits.
- E. Operators and occupants **must** use seat belts whenever vehicles are in motion.
- F. Returning vehicles:
 - 1. Record departure mileage **and** returning mileage on the form.
 - 2. The gas tank must be full on your return; you must fill it up (service available at County Garage, 825 East Third Street in San Bernardino).
 - 3. Note on the form any vehicle malfunctions.
 - 4. Leave car in the appropriate designated parking area.
 - 5. Remove litter from car.
 - 6. Close windows and lock doors.
 - 7. Return keys and form to Property Management (or to Central Motor Pool in the case of a Central Motor Pool vehicle). If returning keys to the Department after 5:00 p.m., leave keys and mileage form in the drop box by the front door of Building #3.

IV. CREDIT CARDS

In some cases, for longer trips, County credit cards are available. Vehicle numbers must be noted on credit card receipts.

V. EMERGENCY REPAIRS

- A. County Motor Pool personnel maintain and repair all County vehicles. The exceptions are in the case of emergencies or upon authorization of the Motor Fleet Superintendent or his/her designee.
- B. In emergencies, when out of the area, drivers are authorized to request repairs not to exceed \$50. Receipts must be turned in to Property Management when vehicle is returned. Repairs estimated to exceed \$50 should be coordinated over the phone with the Motor Pool Superintendent/Representative for approval and appropriate action.

In case of motor damage, the vehicle should be placed in safekeeping and the Motor Pool Supervisor (387-2814) notified as soon as possible. An after-hours emergency phone number is listed on the "car reservation request" form.

VI. STORAGE OF VEHICLES

All County vehicles will be parked overnight at approved County storage locations. Permission to store a car at any other location must be approved in writing by the Deputy Director of Administrative Services or his/her designee.

VII. ACCIDENT REPORT

Accidents must be reported in accordance with the SPM policy (#12-2.13) on Vehicle Accident Reporting.

VIII. VEHICLE MISUSE

Complaints regarding observed or reported misuse or inappropriate use of County vehicles should be made to the employee's supervisor.

IX. OUTLYING CLINICS

Staff in outlying clinics which have County vehicles assigned permanently will follow the above procedures and rules but will sign out and return vehicles to their respective clinics.

X. RECORD KEEPING

Each time that an employee attends a driver's training class, a confirmation sheet shall be completed by the instructor. The employee will bring the completed sheet back to the immediate supervisor who shall maintain the document in a folder called Training, Driver Awareness. A copy of the completed form will also be sent to the appropriate Deputy Director for filing.